

MINUTES

CONFIRMED

HEALTH, SAFETY AND WELFARE COMMITTEE

Non-confidential minutes of the meeting of the Health, Safety and Welfare Committee held on 14 February 2017 at 10:00 in Read Oak (R/04), Headington campus.

Present: Brendan Casey (Chair), Registrar and Chief Operating Officer
Sebastian Blake, Quality Manager, Hospitality Services, EFM
Ray Blackford, Estate Director, EFM
Karen Brockington, Head of Operations, HLS
Steve Brown, Facilities and Services Manager, Faculty of Business
Trish Cox, Head of Administration, CA
Tanja Dawber, Head of Administration, OBIS and LR
Lorraine Dyson, Facilities and Services Manager, HLS
Andy Glass, Technical Services Manager, TDE
Diane Harrison, Wellbeing Services Manager
Gordon Langford, Safety Officer, EFM
John Lo Breglio, UCU representative
Elizabeth Mitchell, Technical Services Manager
Michele Morley, EFM Estates
Tim McGill, University Safety Manager
Christie Rainbird, Occupational Health Adviser
Phil Stuhldreer, Deputy Director HR
Charlie Williams, Head of Financial Services & Development, FLS

In attendance: Laura Fortuna, PA to the HR Director
Sharon Willett (Secretary), Safety Officer, HR

Apologies: Jon Appleton, UNISON
Harmohinder Bahl, Facilities Director
Ben Barry, OBIS
Alison Cross, Director of Human Resources
Catherine Fleming, General Manager, Catering Services, EFM
Philippa Fletcher, Commercial Director EFM
Michael French, Catering Services
Matthew Hisbent, Head of Operations, Faculty of Business
Elizabeth Mitchell, Technical Services Manager, HLS
Brian Rivers, Facilities and Services Manager, HSS
Elena Saldana Quintans, Brookes Students Union
Steve Travis, Catering
David Whittingham, Chief Executive, Student Union
Charlie Williams, Head of Financial Services

- 23.1 The minutes of the meeting held on 6 December 2016 were approved as an accurate record (HSWC161206/02).
- 24 Matters arising from the previous minutes**
- 24.1 **Minute 13.2 Update on PAT:** Ray Blackford reported that he would meet representatives of the new company (Facit) on the 21 February 2017 to discuss the management process for the supply of PAT to Brookes. The company was not willing to manage the workflow as this would increase their costs, and we do not wish to take on this role in-house. The start date would be confirmed. Ray Blackford was asked to provide an update at the next meeting. **Action: Ray Blackford**
- 24.2 **Minute 13.3 Update on TDE inspection report (ventilation):** Ray Blackford reported that some specialist equipment had been bought; and that investigations had revealed that a couple of air conditioning units needed to be removed and a decision made about replacing them. Ray Blackford was asked to provide an update at the next meeting. **Action: Ray Blackford**
- 24.3 **Minute 13.4 Defibrillators:** Christie Rainbird confirmed that defibrillators had been installed on campuses and that security managers and the security team had access to the list of staff who had had been trained to use them. An e-mail had been drafted to all first aiders, faculty administrators (academic and support) to communicate relevant information including the location of the defibrillators.
- 24.4 **Minute 14.1 Inspection report on Wheatley Halls (concrete):** Ray Blackford reported that a compound would repair the cracks; 10 repairs had been identified and an order has been raised. Ray reported that the identified actions should suffice for the next 5 years.
- 24.5 **Minutes 15.1 Clarification regarding remedial actions for Wheatley/Harcourt (Fire Alarms):** Ray Blackford explained that the reported problems with the alarms were an historic and ongoing issue. Some of the issues would be rectified for testing purposes but in a real fire situation everything would remain unchanged. The reported issues with the fire alarm panel at the lodge (Wheatley) would be rectified.
- 24.6 It was agreed that consideration should be given to relocating the assistive technology suite in JHB to a more accessible floor.
- 24.7 **Minute 19.1 Update on Tonge toilets refurbishment:** Ray Blackford reported that the works would start in April 2017 and take approximately 3 weeks; alternative facilities would be identified in notices for staff/students. **Action: Ray Blackford**
- 25 Inspection report on Paul Kent**
- 25.1 Tim McGill reported that the inspection of Paul Kent had been positive (HSWC170214/03), with only one minor issue identified (the presence of some cleaning chemicals on site that had not been approved).
- 26 Inspection report on Crescent Hall**
- 26.1 Tim McGill reported that the inspection of Crescent Hall had been positive (HSWC170214/04). PAT was needed for some electrical items which the manager had scheduled for this year. A minor issue was the presence of a few cleaning chemicals on site that had not been approved.
- 27 Review of Oxford Brookes University Health, Safety and Welfare Committee (OBUHSN-05 issue 08)**
- 27.1 The terms of reference document for the committee (HSWC170214/05) was reviewed and would be sent to the Vice-Chancellor for signing.

28 Receive the signed Health and Safety Policy (OBUHSN-01 issue 11)

28.1 Tim McGill reported that this had now been signed by the Vice-Chancellor.

29 Discuss layout of the Western access route in light of a recent accident

29.1 Tim McGill reported on an accident between a cyclist and a wheelchair user on the Western Access Road/Walk. The committee discussed measures to avoid further accidents. The discussion included consideration of closing the route to cyclists, signage to raise awareness, and the impact of the proposed exchange of some of the cobble stones with smooth paving. It was decided that a zebra crossing and signage to raise awareness of pedestrians should be installed.

30 Any other business

30.1 Trish Cox asked the committee to discuss near misses in the top car park on Headington Hill. She requested that direction arrows be painted onto the road. This has been approved.

31 Date of next meeting

31.1 Thursday, 8 Jun 2017 10.00, Buckley 2.01-2.02

End of confirmed minutes